



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 NOVEMBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: PROVISIONING ADMINISTRATION CLERK REF NO 271120/43

BRANCH: CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: SUPPLY CHAIN MANAGEMENT

SALARY: R 173 703 per annum, (Level 05)

CENTRE: Bellville

REQUIREMENTS: A Senior / Grade 12 certificate with Accounting as a passed subject. A valid drivers licence (Attached a copy). Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy, with knowledge of MS Office. Basic knowledge of work procedures in terms of SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and team work ability. Basic knowledge of problem solving and analysis. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.

DUTIES: Compile and maintain records, according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

ENQUIRIES: Ms. M. Mouton, Tel No: 021 941 6205

APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to WCrecruitment@dws.gov.za